

Travel Orders

About Travel Orders

A Travel Order is the basis for reimbursement of travel expenses and must be created by the **Traveler, Agency Proxy, or Signature Proxy**. It is used to **outline** the details of the trip and to **approve** the various items necessary for the accomplishment for the mission. In addition, it provides the **funding** information necessary for reporting the obligation and expenditures to the accounting system.

When a **Travel Authorization**, which was created using UTS, is **approved** by an AO, UTS automatically creates a **Travel Order record**. If the Travel Order was published using an order writer system, other than UTS, the **Travel Order record** must be **manually** created by the UTS user.

A request for advance or settlement cannot be processed unless there is a **Travel Order record** in the database.

See Also

Creating TDY Travel Orders

Creating MILPCS Travel Orders

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Printing Travel Orders

Viewing Travel Orders

Modifying Travel Orders

Type of Orders

When creating **TDY** travel authorizations or travel orders, UTS requires the user to specify what **type of orders** are being created. The type of travel order specified has a direct impact on the program functions, and the computation of the travel entitlement. Following, is a listing of the various types of TDY travel authorizations or orders that may be created and an explanation of the specific purpose:

- **Normal** - Use this option if creating a travel authorization or travel order for a **regular TDY** trip that involves one round trip. In addition, the traveler **is** a US Government Employee.
- **Blanket** - Use this option when **one** travel order will be used **repeatedly** for a specified period of time and an **unlimited** number of trips.
- **Repetitive** - Use this option when **one** travel order will be used **repeatedly** for a specified period of time and a **specific** number of trips.

- **Invitational** - Use this option under the same circumstances as a **Normal** TDY order, however, the traveler is **not** a US Government Employee. Travelers falling into this category have been invited to travel on the behalf of the US Government.

Selecting Travel Orders

When creating a request for **advance** or **settlement**, a previously approved travel order must first be **selected**, or a new order must be created.

Selecting a Travel Order- Traveler View:

1. Login to UTS as a **Traveler** or change the view to Traveler, if necessary.
2. At the **UTS Request Status** screen, **click** the **Create** button, then select either the **Request for Advance** or **Request for 1351-2 Settlement** option. The **Select Travel Order** screen appears.
3. At this screen, all previously created travel orders for the traveler are listed. **Select** an order by **pointing** and **clicking** on one of the listed orders.

Selecting a Travel Order- Proxy View:

1. Login to UTS as a **Proxy** or change the view to Proxy, if necessary.
2. At the **UTS Request Status** screen, **click** the **Create** button, then select either the **Request for Advance** or **Request for 1351-2 Settlement** option. The **Select Traveler and Travel Order** screen appears.

3. At this screen, the **Travelers** table lists all of the Travelers the Proxy can perform services for. **Click** the desired Traveler's **name**. The **Travel Orders** table lists any travel orders already existing for the selected Traveler. **Select** an order by **pointing** and **clicking** on one of the listed orders.

Selecting a Travel Order- Authorizing Official View:

1. Login to UTS as an **Authorizing Official** or change the view to AO, if necessary.
2. At the **UTS Requests Requiring Action** screen, **click** the **Orders** button. The **Select Traveler and Travel Order** screen appears.

3. At this screen, the **Travelers** table lists all of the Travelers the AO can perform services for. **Point** and **click** on the desired Traveler's **name**. The **Travel Orders** table lists any travel orders already existing for the selected Traveler. **Select** an order by **pointing** and **clicking** on one of the listed orders.

See Also

Viewing Travel Orders

Modifying Travel Orders

Canceling Travel Orders

Deleting Travel Orders

Canceling Travel Orders

There are two ways to **cancel** a Travel Order that has not been saved:

1. **Click** the **Cancel** button at the bottom of the **TDY** or **MILPCS Travel Order** screen.
2. **Click** on the **File** menu at the top of the **TDY** or **MILPCS Travel Order** screen, then **click** on the **Cancel all changes** option.

After clicking on cancel, by using either method, a pop-up appears asking if you wish to cancel the screen. **Click Yes** if you wish to cancel without saving any of the input.

Note: If you wish to get rid of a travel order that has previously been saved, it must be deleted.

See Also

Deleting Travel Orders

Saving Travel Orders

There are two ways to **save** a Travel Order:

1. **Click** the **Save** button at the bottom of the **TDY** or **MILPCS Travel Order** screen.
2. **Click** on the **File** menu at the top of the **TDY** or **MILPCS Travel Order** screen, then **click** one of the following options:

- **Save and Return to Previous Screen** - Use this option if you have finished creating the order and wish to exit UTS or perform another task.
- **Save and Continue editing** - Use this option if you are not finished creating the order, but would like to save what is completed so far.

Deleting Travel Orders

Note: Travel Order records may be deleted by Authorizing Officials only.

Complete the following steps to Delete a Travel Order:

1. Login to UTS in the **Authorizing Official** mode or change the view to AO if necessary.
2. At the **UTS Request Requiring Action** screen, **click** the **Orders** button. The **Select Traveler and Travel Order** screen appears.
3. At this screen, the **Travelers** table lists all of the Travelers the **AO** can perform services for. **Click** the desired Traveler's **name**. The **Travel Orders** table lists any travel orders already existing for the selected Traveler. **Select** an order by **pointing** and **clicking** on one of the listed orders.
4. After selecting an order, **click** the **Modify/View** button.

5. Depending on the type of order selected, either the **TDY** or **MILPCS Travel Order** screen appears next.

6. At this screen, **click** the **Delete Travel Request** button, or **click** on the **File** menu and select the **Delete this Travel Order** option.
7. A pop-up appears asking if you want to delete this travel order. **Click** on the **Yes** button.

Printing Travel Orders

There are two ways to **print** a Travel Order:

1. **Click** the **Print** button at the bottom of the **TDY** or **MILPCS Travel Order** screen.
2. **Click** on the **File** menu at the top of the **TDY** or **MILPCS Travel Order** screen, then **click** on the **Print** option.

Viewing Travel Orders

The **steps** required for viewing a Travel Order record **depend** on the **View Mode** being used.

Viewing Travel Orders - Traveler or Proxy View Mode:

Note: While using the **Traveler** or **Proxy view**, an order may be viewed while creating a **Request for Advance/Settlement**, or when viewing the Travel History.

1. Select the desired Travel Order to be viewed by following the procedures explained in the “Selecting Travel Orders” help topic.
2. After selecting an order, **click** the **Create Settlement for Selected Travel Order** button. The **Request for Advance** or **Settlement** screen appears next.
3. At the **Request for Advance** or **Settlement** screen, **click** the **View Other Info** menu at the top of the screen and then **click** the **Travel Order** option. The **Travel Order** screen will appear.
4. When finished viewing the order, **click** the **Return** button or the **X** in the top right corner of the **TDY** or **MILPCS Travel Order** screen to return to the **Request for Advance** or **Settlement** screen.
5. At the **Request for Advance** or **Settlement** screen continue entering the request information, or **click** the **X** in the top right corner and **click** on **Yes** to return to the **UTS Request Status** screen.

Viewing Travel Orders - Authorizing Official View:

1. Login to UTS in the **Authorizing Official** mode or change the view to AO if necessary.
2. Select the desired Travel Order to be viewed by following the procedures explained in the “Selecting Travel Orders” help topic.

3. After selecting an order, **click** the **Modify/View** button at the bottom of the **Select Traveler and Travel Order** screen. The **TDY** or **MILPCS Travel Order** screen appears depending on the type of order selected.
4. When finished viewing the order, **click** the **Cancel** button or the **X** in the top right corner of the **TDY** or **MILPCS Travel Order** screen and **click** on **Yes** to cancel the screen.
5. At the **Select Traveler and Travel Order** screen, **click** on the **Return** button to return to the **UTS Requests Requiring Action** screen.

See Also

Travel History

Modifying Travel Orders

Note: Travel Orders may only be modified by an **Authorizing Official**.

Complete the following steps to Modify a Travel Order:

1. Login to UTS in the **Authorizing Official** mode or change the view to AO if necessary.
2. At the **UTS Requests Requiring Action** screen, **click** the **Orders** button and the **Select Traveler and Travel Order** screen appears.

3. At this screen, the **Travelers** table lists all of the Travelers the AO can perform services for. **Point** and **click** on the desired Traveler's **name**. The **Travel Orders** table lists any travel orders already existing for the selected Traveler. **Select** an order by **pointing** and **clicking** on one of the listed orders.

4. After selecting an order, **click** the **Modify/View** button.
5. At the **TDY** or **MILPCS Travel Order** screen, press **Enter** or **Tab** to advance through the input fields, or **point** to the desired field and **click** the left mouse button.
6. **Type** the required change or **select** a new option as needed.
7. When finished modifying the order, **click** the **Save** button.
8. At the **Select Traveler and Travel Order** screen, **click** on the **Return** button to return to the **UTS Requests Requiring Action** screen.

TDY Travel Orders

Creating TDY Travel Orders

A request for advance or settlement of TDY travel allowances cannot be processed without one of the following:

- An approved **TDY Travel Authorization** in the database
- A **TDY Travel Order** record created by either a **Traveler**, **Agency Proxy**, or **Signature Proxy**

Creating a TDY Travel Order - Traveler View:

1. Login to UTS in the **Traveler** mode or change the view to Traveler if necessary.
2. At the **UTS Request Status** screen, **click** on the **Create** button or **click** on the **File** menu and then **point** to the **Create** option. A drop down menu appears listing a variety of travel actions.
3. **Click** on **TDY Travel Order Previously Approved** and the **TDY Travel Order** screen appears.

4. At this screen, the **Travelers** table lists all of the Travelers the Proxy can perform services for. **Click** the desired Traveler's **name**, then **click** the **Create TDY Travel Order for Selected Traveler** button. The **TDY Travel Order** screen appears.
5. Refer to the various **links** listed below under the heading "**See Also**" for detailed instructions on completing the **TDY Travel Order** screen.

See Also

TDY Order - Top Section

Entering Accounting

Entering Remarks

Printing Travel Orders

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Viewing Travel Orders

Modifying Travel Orders

TDY Order - Top Section

The Top Section of the **TDY Travel Order** screen is used to establish the following details:

- **Travel Order Number**
- **Type of Travel Order**
- **Purpose of the Trip**
- **Funding Organization**
- **Period Covered**
- **Issue Date of Order**
- **Authorized Mode of Transportation**
- **Special Authorizations**
- **Accounting Appropriation**
- **Special Remarks**

Completing the Top Section of the TDY Travel Order screen:

Tip: Press **Enter** or **Tab** to advance through the fields or point to the desired field and **click** the left mouse button:

- **TONO** - Type the **travel order number** for the order being created. If **Coast Guard** funds are being used, the travel order number must comply with the following requirements:
 1. The first two digits must be **(11)** if the order is a **Normal** TDY order.
 2. The first two digits must be **(13)** if the order is a **Blanket** or **Repetitive** TDY order.
 3. The order number must be **(16)** characters.
 4. The last three digits must be **(000)** zeros.
 - **Type of Order** - At this field, a drop down listing appears. **Click** the *Up/Down* arrows on the right side of the listing until the desired travel order type appears. **Click** on the correct **type** to populate the Type of Order field.
 - **Purpose** - At this field, a drop down listing appears. **Click** the *Up/Down* arrows on the right side of the listing until the desired purpose of the trip type appears. **Click** on the correct **purpose** to populate the Purpose field.
 - **Funds Used** - At this field, a drop down listing appears. **Click** the *Up/Down* arrows on the right side of the listing until the name of the organization funding the travel appears. **Click** on the correct **organization** to populate the Funds Used field.
 - **Covered** - Enter the anticipated beginning and ending dates of the trip at the **From/To** fields.
 - **Issue Date** - At this field, enter the date that the travel order was issued in **MMDDYY** format.
 - **Mode of Travel** - At this section, **point** to the requested mode of travel and **click** the left mouse button. A check mark appears indicating a selection. **Click** on the item **again** to de-select, if necessary. At the **Privately Owned Vehicle** field, a drop down listing appears. **Point** and **click** on the desired **type** to make a selection.
 - **Special Authorizations** - On the right side of the Top Section, there is a list of special authorizations. **Point** and **click** on any of these applicable items. **Click** on the item **again** to de-select, if necessary.

See Also

Entering Accounting

Entering Remarks

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Printing Travel Orders

Viewing Travel Orders

Modifying Travel Orders

MILPCS Travel Orders

Creating MILPCS Travel Orders

A request for advance or settlement of Military PCS travel allowances cannot be processed without one of the following:

- An approved **MILPCS Travel Authorization** in the database
- A **MILPCS Travel Order** record created by either a **Traveler**, **Agency Proxy**, or **Signature Proxy**

Creating a MILPCS Travel Order - Traveler View:

1. Login to UTS in the **Traveler** mode or change the view to Traveler if necessary.
2. At the **UTS Request Status** screen, **click** on the **Create** button or **click** on the **File** menu and then **point** to the **Create** option. A drop down menu appears listing a variety of travel actions.
3. **Click** on **MILPCS Travel Order Previously Approved** and the **MILPCS Travel Order** screen appears.

4. Refer to the various **links** listed below under the heading “**See Also**” for detailed instructions on completing the **MILPCS Travel Order** screen.

Creating a MILPCS Travel Order - Proxy View:

1. Login to UTS in the **Proxy** mode or change the view to Proxy if necessary.
2. At the **UTS Request Status** screen, **click** on the **Create** button or **click** on the **File** menu and then **point** to the **Create** option. A drop down menu appears listing a variety of travel actions.

3. **Click** on **MILPCS Travel Order Previously Approved** and the **Select Traveler** screen appears.

4. At this screen, the **Travelers** table lists all of the Travelers the Proxy can perform services for. **Click** the desired Traveler's **name**, then **click** the **Create MILPCS Travel Order for Selected Traveler** button. The **MILPCS Travel Order** screen appears.
5. Refer to the various **links** listed below under the heading "**See Also**" for detailed instructions on completing the **MILPCS Travel Order** screen.

See Also

MILPCS Order - Top Section

MILPCS Order - Are These Authorized

MILPCS Order - Dependents

Entering Accounting

Entering Remarks

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Printing Travel Orders

Viewing Travel Orders

Modifying Travel Orders

MILPCS Order - Top Section

The Top Section of the **MILPCS Travel Order** screen is used to establish the following details:

- **Travel Order Number**
- **Type of PCS Travel**
- **Locations of the Old and New PDS**
- **Agency Funding the Travel**
- **Purpose of the Travel**
- **Detach and Reporting Dates**
- **Issue Date of Order**
- **Group Travel Rules**
- **Special Authorizations**
- **Accounting Appropriation**
- **Remarks**

Completing the MILPCS Order - Top Section:

Tip: Press **Enter** or **Tab** to advance through the fields or **point** to the desired field and **click** the left mouse button.

- **TONO** - Type the **travel order number** for the order being created. If **Coast Guard** funds are being used, the travel order number must comply with the following requirements:
 1. The first two digits must be **(12)** if the order is a **PCS** order.
 2. The order number must be **(16)** characters.
 3. The last three digits must be **(000)** zeros.

- **PCS Type** - At this field, a drop down listing appears. **Click** the *Up/Down arrows* on the right side of the listing until the desired PCS type appears. **Click** on the desired **type** to populate the PCS Type field.
- **Depart Location** - At this field, enter the location of the **old** Permanent Duty Station (**PDS**). When the cursor is advanced to this field, the **Location Lookup** screen automatically appears.

At the **State/Country** field, type the first letter of the state or country then **click** the *Up/Down arrows* until the desired name is displayed. **Click** on the **name** to select.

At the **City** field, type the first two letters of the city name. This displays a listing of city names, beginning with those letters, for the previously selected state or country. **Click** on the desired city **name** to select.

- **Report Location** - At this field, enter the location of the **new** Permanent Duty Station (**PDS**). Use the same process explained at the Depart Location to select a State/Country and City name.
- **Funds Used** - At this field, a drop down listing appears. **Click** the *Up/Down arrows* on the right side of the listing until the name of the organization funding the travel appears. **Click** on the correct **organization** to populate the Funds Used field.
- **Purpose** - At this field, UTS defaults to **PCS** as the purpose. No input is required.
- **Detach Date** - At this field, enter the date the traveler is expected to **depart** from the **old** PDS.
- **Report Date** - At this field, enter the date the traveler is expected to **arrive** at the **new** PDS.
- **Issue Date** - At this field, enter the date that the travel order was issued in **MMDDYY** format.
- **Group Travel Rules** - **Click** this option if Group Travel Rules should apply. If this option is checked, no per diem is calculated for the travel days.

4. Refer to the **links** listed below under the heading “**See Also**” for additional instructions on completing the **Are These Authorized**, **Accounting**, and **Remarks** sections.

See Also

Are These Authorized

Entering Accounting

Entering Remarks

Dependents

Canceling Travel Orders

Saving Travel Orders

Deleting Travel Orders

Printing Travel Orders

Viewing Travel Orders

Modifying Travel Orders

MILPCS Order - Are These Authorized

The **Are These Authorized** section of the MILPCS Travel Order screen is used to select **additional allowances** that are applicable to the travel order.

Completing the Are These Authorized Section:

Tip: Press **Enter** or **Tab** to advance through the various fields. **Point** and **click** the left mouse button to **select** an item. **Click** on the item **again** to de-select, if necessary.

- **Proceed Time** - Proceed Time is essentially administrative time off, up to **four** days, to take care of personal affairs. Some branches of military service grant Proceed Time in conjunction with PCS travel. Selecting this option **impacts** the calculation of **Leave** days.
- **TDY Enroute** - Select this item if the traveler is authorized to perform TDY in conjunction with the PCS enroute travel. This selection will not impact the calculation, it is used for **historical** purposes only.
- **Ship POV** - Select this item if the traveler is authorized to ship a **Privately Owned Vehicle** in connection with the PCS.
- **TLA** - Select this item if the traveler is authorized to receive **Temporary Lodging Allowance** in connection with the PCS. This selection will not impact the calculation, it is used for **historical** purposes only. TLA is not calculated by IATS.

- **TLE** - Select this item if the traveler is authorized to receive **Temporary Lodging Expense** in connection with the PCS.
- **Advance** - Select this item if the traveler is authorized to receive an **advance** payment of the PCS travel allowances.
- **DLA** - At this field, a drop down listing of **Dislocation Allowance** types appears. **Click** on the desired **type** to populate the DLA field.
- **# Of Cars Authorized** - At this field, enter the **number** of POV's the traveler is authorized to relocate to the new PDS. The selection will not impact the calculation, it is used for **historical** purposes only.

MILPCS Order - Dependents

The Dependents section of the MILPCS Travel Order screen is used to **identify** the persons who are considered to be **legal dependents** of the member for travel allowance purposes. To avoid having to modify the travel order later, this section should be completed regardless of whether the dependents have relocated yet. It is common for dependents to relocate after the member has already reported to the new PDS.

Completing the Dependents Section:

Tip: Press **Enter** or **Tab** to advance through the fields or **point** to the desired field and **click** the left mouse button.

- **Name** - At this field, type name of the dependent. Only the **first name** and **middle initial** is necessary.
- **Relationship** - At this field, the choices **Spouse** and **Dependent** are displayed. Press the *Up/Down* **arrow** to highlight the correct choice and press *Enter* or **point** and **click** to select.
- **Date of Birth** - The per diem percentage used in calculating the entitlement for dependents is based on their age on the effective date of the travel order. At this field, enter the date of birth if the relationship is **Dependent**. A date of birth is not required for the **spouse**.

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